

STANDARDS AND PROCEDURES			ARIZONA DEPARTMENT OF ADMINISTRATION	IT DIVISIONS (ISD & ITSD)
Section:	06	Title:	Information Security	
Sub Section:	06	Title:	Personnel Security	
Document:	04	Title:	Background Checks	

## 1. STANDARD

All workers to be placed in ISD positions of trust, or having access to sensitive or confidential information, must first pass a background check. This process will be performed according to standard in-house procedures and may include but not be restricted to; examination of criminal conviction records, lawsuit records, credit bureau records, driver's license records, as well as verification of previous employment.

### 1.1. Summary of Standard Changes

### 1.2. Purpose

The background check gives ISD the tools to confirm that the potential employee is worthy of a position of trust.

### 1.3. Scope

Policy applies to new employees, re-hired employees, and transferred employees in positions of trust or having access to sensitive or confidential information.

### 1.4. Responsibilities

### 1.5. Definitions and Abbreviations

### 1.6. Description of Standard

Background check will be performed on employees before they assume a trusted position with ISD.

### 1.7. Implications

ISD management must create internal standards for adjudicating background check results. Certain background elements may disqualify individuals from being offered positions of trust.

### 1.8. References

### 1.9. Attachments

## 2. BACKGROUND CHECK PROCEDURES

### 2.1. Summary of Procedure Changes

### 2.2. Procedure Details

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- 2.2.1. ISD management will determine if background checks are to be performed in-house or by a contracted vendor.
- 2.2.2. ISD management with ISD Security in a consulting role will determine what elements will be used within the background check.
- 2.2.3. ISD management with ISD Security in a consulting role determines which position come under the category of positions of trust.
- 2.2.4. Any employee assuming a position of trust whether a new-hire or an existing state employee with a new assignment will submit to a standard background check.
- 2.2.5. Persons who have been convicted of a felony will not be hired into, promoted into, or used as consultants or contractors for computer-related positions of trust.

## 2.3. References

## 2.4. Attachments